



ACCOUNTANT

Definition

To perform and direct, a variety of professional accounting work requiring a general knowledge of governmental accounting practices and procedures and fiscal duties related to accounts payable, receivable and payroll; to maintain and reconcile all subsidiary and general ledger accounts; to prepare revenue reports, journal entries and vendor invoices; to maintain OSA financial records and assist in budget administration; and to provide highly responsible technical accounting functions and oversee accounting staff.

Example of Responsibilities

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

- Maintain various ledgers, registers, schedules and journals according to established account principles including land acquisition work sheets, capital assets, and long term debt funds; monthly and year end closing journals; post transactions to appropriate journal and ledger accounts; review entries for accuracy and completeness. Reconcile bank accounts and deposit checks received. Oversee accounts payable and receivable.
- Oversee audit of time cards and payroll records ensuring compliance with OSA policies, procedures and regulations; prepare and balance payroll reports.
- Establish fiscal policies and procedures for purchasing, investments, contract services, donations, fixed assets and internal controls.
- Process and calculate a variety of payroll actions and maintain spreadsheets for wage garnishments, benefit withholdings, overtime hours, workers' compensation premiums/claims, union dues, PERS, and deferred compensation.
- Perform a variety of general clerical accounting duties; maintain a variety of files and records related to the payroll system and general accounting functions; input and retrieve a variety of fiscal and statistical information using a computer terminal; compile and prepare a variety of statistical and financial reports.
- Participate in the preparation and maintenance of accounts payables and receivables documents; audit, code and batch the above transactions, entering information into the computer and verifying computer generated reports.
- Receive, sort, process and organize a variety of financial documents including bills, invoices and payments; review documents received for accuracy and completeness and post transactions to appropriate journal and ledger accounts, reviewing entries for accuracy and completeness.
- Develop and update annual budget and long-term financial plan for OSA and a variety of statistical and financial reports.
- Wire transfer note payments for land acquisitions.
- Prepare, maintain, and project salary figures and spreadsheets for each department in preparation of the OSA budget.
- Review and reconcile accounting reports and track revenues and expenditures against approved and modified budget, monitoring budget for various programs/projects to determine if funds are available and expenditures properly classified, researching/analyzing transactions to resolve questions and budget problems.
- Audit and review documents, records and reports to substantiate transactions, proper reporting and classification of data, such as vouchers, requisitions, purchase orders and invoices for accuracy and completeness of information.
- Refine/update of 20% Funding Program analysis and tracking.
- Perform non-routine or special analysis such as bonding option analysis or 5 Year Expenditure Plan fiscal analyses.

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Accountant (continued)

- Work directly with auditors to collect and prepare data and correspondence to facilitate and expedite the year-end audit.
- Prepare annual financial statements and State Controller report including coordination and support for external audit of financial statements.
- Prepare annual debt service schedule; obtain authorization for payments and transfer funds; record new note issues in general ledger and prepare related reports.
- Establish and maintain open communication with other program staff; coordinate activities and work cooperatively in a professional manner.
- Perform related duties and responsibilities as required.
- Participate and function as team member supporting various activities of the Authority and provide staff support to assigned committees.

Qualifications

Knowledge of

- Principles, practices, and techniques of governmental accounting and bookkeeping including accounts payable and receivable.
- Laws and regulations governing the financial operations of OSA.
- Principles and procedures of computer fiscal systems and financial record keeping and reporting, including budgeting, data processing and purchasing.
- Procedures involved in financial audits.
- Principles and practices of payroll administration, record keeping, and reporting.
- Modern office methods, procedures, and equipment.
- Use and operation of computers including word-processing, spreadsheet, and accounting programs.
- Basic mathematical principles.
- Pertinent federal, state, and local laws, codes and regulations.

Ability to

- Complete a wide variety of accounting and bookkeeping tasks using various accounting software programs.
- Prepare financial statements and various reports for state, federal and other agencies, as well as accounting purposes.
- Interpret, analyze, evaluate and apply bookkeeping principles and accounting procedures involved in maintaining the control of records and preparing financial statements. Post, balance, and reconcile general ledger and subsidiary accounts.
- Accurately receive and process payroll according to established guidelines and procedures, understanding, interpreting and communicating payroll regulations.
- Assist in the selection/implementation of new accounting/payroll systems and modification to existing systems.
- Understand, interpret, and communicate procedures, rules and regulations applicable to assigned area.
- Create, review and analyze accurate spreadsheets, financial records, and files.
- Monitor budget activity, proper expenditure coding, and document preparation.
- Prepare, review and analyze accurate and complete financial statements and reports from accounting data.
- Supervise Accounting staff.
- Perform mathematical calculations with speed and accuracy.

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Accountant (continued)

- Operate a typewriter, calculator, computer terminal and other office equipment.
- Type at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing. Learn and explain governmental accounting procedures to the public, staff, auditors, and consultants.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education

Four-year college with degree in accounting, business administration, or related major with college level course work completed in elementary accounting, advanced accounting or auditing.

Experience

Five years of increasingly responsible experience in the maintenance of financial and accounting records, government experience preferred.

Physical Demands and Working Conditions

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Environment: Office environment.

Mobility: Sitting for prolonged periods of time; extensive use of computer keyboard.

Vision: Visual acuity to read numerical figures and computer screens.

Communication: Speaking and hearing to exchange information.

This is a non-exempt position